

**SAN BERNARDINO COUNTY
WORKFORCE INVESTMENT BOARD
GENERAL MEMBERSHIP MEETING
AGENDA**

**Meeting Location:
California Steel Industries (CSI)
9400 Cherry Avenue
Fontana CA 92335
Monday, September 8, 2008
5:00 p.m.**

Conflict of Interest Advisement

WIB members please be advised: If an item on the meeting agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last 12 months, or if approval or disapproval of an agenda item would have a foreseeable material affect on an economic interest of you, your immediate family, or the entity you represent, ***then please follow these procedures:***

"When the agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the WIB's consideration of the agenda item."

Public Participation Advisement

For members of the public, if you wish to address the WIB concerning any matter on the agenda, please fill out a speaker card located near the entrance to the room indicating your name and the item on which you would like to speak, and provide the card to our clerk, Stephanie Soto. When the agenda item is presented to the Board, you will be provided an opportunity to speak. If you wish to address the WIB on a matter that is not on the agenda but is within the WIB's jurisdiction, please fill out a card with your name and the nature of the matter, and an opportunity will be provided toward the end of the meeting for your comments. Due to time constraints, the chairperson may impose time limits on all speakers addressing the WIB.

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1. Call to Order/Pledge of Allegiance/WIB and Staff Introductions
 2. Chairman's Update

APPROVAL ITEM

3. Approve Minutes of July 7, 2008

CONSENT CALENDAR

*The following consent items are expected to be routine and non-controversial and will be acted upon by the Board under **ACTION ON CONSENT CALENDAR - ITEM 8** unless the Board directs that an item be held for further discussion under **DEFERRED ITEMS - ITEM 9**. Persons wishing to address the consent items or have them held for further discussion, continued, or taken off calendar, should address the Board under **ACTION ON CONSENT CALENDAR - ITEM 8**.*

4. Recommend approval to the Board of Supervisors for Amendments to County Contracts as indicated below increasing the total contracted amount by \$576,550 for continued Title I Youth services and programs under the Workforce Investment Act on behalf of the County of San Bernardino Workforce Investment Board (WIB).

Contractor	Current Contract Amount	Proposed Amendment Amount	New Contract Amount
Apple Valley Unified School Dist.	\$171,325	\$24,475	\$195,800
Career Institute	\$500,000	\$375,000	\$875,000
Chino Valley Unified School Dist.	\$100,000	\$38,000	\$138,000
Colton-Redlands-Yucaipa ROP	\$250,000	\$28,000	\$278,000
Mtn. Comm. Boys & Girls Club	\$75,000	\$26,075	\$101,075
National Council of Negro Women	\$250,000	\$50,000	\$300,000
Provisional Educational Services	\$250,000	\$35,000	\$285,000

5. [Approve Revision Number 4 to the Local Workforce Investment Board's Eligible Training Provider list \(ETPL\) Policies and Procedures.](#)

6. [Approve Revision Number 1 to the local Workforce Investment Board's Individual Training Accounts Policy.](#)
7. Approve the following agencies for Initial Eligibility for Inclusion on the State's Eligible Training Provider List (ETPL):
 - (a) Allwin Trucking School
732 N. Mountain Ave., Suite D
Upland CA 91786
 - (b) Apple Valley Career College
20601 Highway 18, Suite #108
Apple Valley CA 92307

DISCUSSION CALENDAR

8. Action on Consent Calendar
9. Deferred Items
10. Approve amendment to the Workforce Investment Board and Youth Council Bylaws.

SPECIAL PRESENTATION

11. Manufacturer's Council/CSI Program

COMMITTEE REPORTS

12. Fiscal Committee – Abe Hovsepian, Chairman
13. Business Resources Ad-Hoc Committee, Phil Cothran, Chairman
14. Youth Council – Curt Hagman, Chairman
15. Contracts/Performance/Policy/Procedures Committee – Bob Lemley, Chairman
16. Economic Development Committee – John Lewis, Chairman

COUNTY REPORT

PUBLIC COMMENTS

19. **ADJOURNMENT** -- The next WIB General Membership Meeting will be held on **Monday, November 3, 2008**, 4:00 p.m., 215 N. D Street, Suite 201, San Bernardino.

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The Workforce Investment Board meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Staff Aide at least three (3) business days prior to the Board meeting. The Staff Aide's telephone number is (909) 387-9886 and the office is located at 215 N. D Street, Suite 301, San Bernardino, CA. California Relay Service 711.

In conformity with Government Code Section 54957.5, any writing that is a public record, that relates to an item listed on this agenda, and that will be distributed to all or a majority of Workforce Investment Board members less than seventy-two (72) hours prior to the meeting for which this agenda relates, will be available for public inspection at the time the writing is distributed. This inspection may be made at the office of the Workforce Development Department, 215 N. D Street, Suite 301, San Bernardino, California 92415-0041, or during the meeting in Suite 201 at the same address.

**This WIA Title-I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.**

**San Bernardino County
Workforce Investment Board
Agenda Item**

MEETING DATE: September 8, 2008

ITEM: 4

SUBJECT: Amendments to Contracts For Title I Youth Services And Programs Under The Workforce Investment Act

PRESENTED BY: Sandra Harmsen, WDD Director

CONSENT X **DISCUSSION** **INFORMATION**

RECOMMENDATION: Recommend approval to the Board of Supervisors for Amendments to County Contracts as indicated below increasing the total contracted amount by \$576,550 for continued Title I Youth services and programs under the Workforce Investment Act on behalf of the County of San Bernardino Workforce Investment Board (WIB).

Contractor	Current Contract Amount	Proposed Amendment Amount	New Contract Amount
Apple Valley Unified School Dist.	\$171,325	\$24,475	\$195,800
Career Institute	\$500,000	\$375,000	\$875,000
Chino Valley Unified School Dist.	\$100,000	\$38,000	\$138,000
Colton-Redlands-Yucaipa ROP	\$250,000	\$28,000	\$278,000
Mtn. Comm. Boys & Girls Club	\$75,000	\$26,075	\$101,075
National Council of Negro Women	\$250,000	\$50,000	\$300,000
Provisional Educational Services	\$250,000	\$35,000	\$285,000

BACKGROUND: On February 12, 2008, the County Board of Supervisors authorized the Department of Workforce Development (WDD) to issue a Request for Proposals (RFP) soliciting qualified agencies to provide WIA eligible youth with ten program elements and services for the Program Year 2008 through 2010. On June 10, 2008, the Board of Supervisors approved eleven (11) contracts as a result of the RFP for the period of July 1, 2008, through June 30, 2010.

Under the terms of the WIA Youth Program contracts, agencies provide summer opportunities, academic enhancement with tutoring and study skills training, occupational skills training, leadership development, adult mentoring, comprehensive career guidance, paid and unpaid work experiences, and alternative secondary school services combined with supportive and follow-up services.

On July 24, 2008, WDD received formal notification from the California Employment Development Department (EDD) regarding the County's final Title I WIA Youth Allocation for Fiscal Year (FY) 2008/09. As a result of an increase in the final allocation, the County of San Bernardino Workforce Investment Board (WIB) Youth Council recommended that WDD notify current WIA Youth contractors that additional funding was available. Nine (9) requests were received for additional funding. On August 27, 2008, the Youth Council recommended the approval of seven (7) requests to enhance program services at an additional cost of \$576,550.

WIB Action: _____
MOTION: _____
SECOND: _____
AYES: _____ NOES: _____
DATE September 8, 2008 ITEM #4

**San Bernardino County
Workforce Investment Board
Agenda Item**

MEETING DATE: September 8, 2008

ITEM: 7

SUBJECT: APPROVAL OF PROVIDER/PROGRAMS FOR ELIGIBLE TRAINING PROVIDER LIST (ETPL)

PRESENTED BY: Sandra Harmsen, Director
Department of Workforce Development (WDD)

CONSENT X **ACTION** **INFORMATION**

RECOMMENDATION:

Approve the following agencies for Initial Eligibility for Inclusion on the State's Eligible Training Provider List (ETPL):

1. Allwin Trucking School
732 N. Mountain Ave., Suite D
Upland, CA 91786
2. Apple Valley Career College
20601 Highway 18, Suite #108
Apple Valley, CA 92307

BACKGROUND: Section 122 of the Workforce Investment Act (WIA) requires states to establish a list of providers who are eligible to receive WIA funds for training services provided to adults and dislocated workers and establish initial eligibility procedures for the ETPL. Initial eligibility procedures are summarized in Employment Development Department (EDD) Directive WIAD06-15. According to these procedures, training providers must submit an application to the local board (LWIB) in any Local Workforce Investment Area (LWIA) in which the training provider desires to offer programs and services. In addition, the provider must submit a separate application for each program of training services. Local boards are responsible for reviewing and verifying applications submitted by training providers, determining if the application meets the State's criteria for initial eligibility and forwarding the information to EDD for those training providers that meet the criteria. The specific criteria are described in the ETPL Policies and Procedures (RWIAD06-15). The provider must meet any one of the criteria that include: Postsecondary institution under Higher Education Act (HEA), Apprenticeship Program, accreditation by Federal Department of Education (FDE), approval by California Department of Education (CDE), approval by Chancellor's Office of the Community Colleges or approval by Bureau of Private Postsecondary and Vocational Education (BPPVE). Prior to July 1, 2007, private vocational education schools received approval through BPPVE. However, BPPVE ceased to operate July 1, 2007. As stated in EDD Information Notice WSIN07-17, "During the interim period between the Bureau's closure and the establishment of a successor authority, LWIBs may continue to receive applications from institutions requesting inclusion on the ETPL that had not received Bureau authorization to operate previously." This interim procedure was verified by WDD staff with Mr. Frank Leon (916.653.3277) of EDD.

In the absence of BPPVE, 1) Allwin Trucking School and 2) Apple Valley Career College complied with the interim procedures for inclusion on the Eligible Training Provider List (ETPL) as described in the background information above. The training providers have submitted Training Program applications as summarized below.

1) Allwin Trucking School – Training Program	Hours	Cost
a) Truck Driving (Class A License)	200	\$1,350

2) Apple Valley Career College – Training Programs	Hours	Cost
a) Medical Assistant	592	\$6,380
b) Message Therapist	504	\$6,300

WIB Action: _____

MOTION: _____

SECOND: _____

AYES: _____ NOES: _____

DATE: _____ September 8, 2008 _____ ITEM 7 _____

**San Bernardino County
Workforce Investment Board
Agenda Item**

MEETING DATE: September 8, 2008

ITEM: 10

SUBJECT: Amendment to WIB and Youth Council Bylaws

PRESENTED BY: Sandy Harmsen, Director, Department of Workforce Development

CONSENT ____ **DISCUSSION** X **INFORMATION** ____

RECOMMENDATION: Approve amendment to the Workforce Investment Board and Youth Council Bylaws.

BACKGROUND: Recommended changes to the WIB/YC Bylaws were presented to the WIB General Membership at the October 2, 2006 meeting for review and discussion. At that time the WIB requested that the Executive Committee review Article VI regarding quorum issues and forward the Executive Committee's recommendations for changes to the full WIB General Membership.

ATTACHMENT:

1. [Amendment to WIB and Youth Council Bylaws](#)

WIB Action: _____

MOTION: _____

SECOND: _____

AYES: _____ NOES: _____

DATE September 8, 2008 ITEM #10